

This is to authorize an request release of a transcript of matriculation records at the SPRING HILL COLLEGE to the person or institution
 whose name is listed below. I understand that the Registrar's Office at Spring Hill College
 must be directed to the institution concerned.

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STUDENT
NAME
AND
ADDRESS

Transcripts issued to a student MUST be stamped ISSUED TO STUDENT

Official transcripts need to be for employment or a mission to another
 university, etc. will NOT be released mailed to a student.

Transcripts will NOT be released to a third party without the student's

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O	R	CO	DDR	SS	D COD

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SEND
TO

EMAIL

PHONE NUMBER

NUMBER OF COPIES

SSN or ID NUMBER

BIRTHDATE

FORMER NAME

CURRENTLY ENROLLED

DID YOU GRADUATE

YES NO

NO YES

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 going on leave of absence other
 transferring

OR USE BUSINESS OFFICE

Transcript release authorized by

TRANSCRIPT
MAILED ON

DATE

DATE

You can FAX your request to: **251-460-2192**
 (Please include credit card number)

You can EMAIL your request to: **registrar@shc.edu**
 (Please include credit card number)

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☐ MASTERCARD

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Spring Hill College Transcript Ordering Options

Transcript Ordering / Delivery Options

- *Transcripts may be ordered via Fax at 251-460-2192
- *Transcripts may be ordered via email at registrar@shc.edu
- *Transcripts may be ordered by visiting the Registrar's Office
- *Transcripts may be ordered by mail:

Spring Hill College
ATTN: Registrar's Office
4000 Dauphin Street
Mobile, AL 36608

For orders via fax, mail, email, or in person for 3-5 days processing, the payment is \$10. For same day service the payment is \$25. Same day service only means that it will be sent from the Registrar's Office that day. Once it leaves our office, we have no control of when it is received.

All transcripts mailed to the student or picked up in person by the student will be stamped "Issued to Student". No exceptions.

Transcript orders will not be processed if you have any financial holds. When the hold is removed, it is the student's responsibility to inform the Registrar's Office. You may call 251-380-2240 or email at registrar@shc.edu.

PLEASE fill out the entire form. It is necessary in finding older records.

Transcripts CANNOT be sent to the student's email.

The normal processing time for sending official transcripts is 3-5 business days, unless same day service is requested. However, during peak times such as registration or commencement, processing may take longer.

If multiple transcripts are mailed to the same address, they will be sent in the same envelope unless otherwise requested. If mailing of copies separately is not specified, additional orders will be required and additional charges will apply.

Processing times may vary due to the number of requests received daily.

Spring Hill College does NOT provide faxed transcripts due to security & privacy considerations.

All transcript requests require the student's signature.